

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO(S): 26-010

DATE OF BOARD MEETING: May 20, 2026

TITLE OF ITEM SUBMITTED: Resolution 26-010 – A Resolution Authorizing the Payment of Claims

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹: Check Register (The expenditures contained within are provided for in the current Airport Budget)

BUDGET²: N/A

BIDDING³:

EXHIBIT(S) ATTACHED: Check Register

RECOMMENDATION: To approve

SUBMITTED FOR BOARD CONSIDERATION: Jeffrey J. Miller A.A.E., ACE, Executive Director

¹ The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.

² If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).

³ If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether any particular city, state or federal program was considered

RESOLUTION NO. 26-010

A RESOLUTION AUTHORIZING THE PAYMENT OF CLAIMS

WHEREAS the Chicago Executive Airport Board of Directors is empowered by the Intergovernmental Agreement between the City of Prospect Heights and the Village of Wheeling to authorize agreements, purchases, expenditures, and contracts for items previously approved in the annual budget; and,

WHEREAS in the operation of the Chicago Executive Airport the Board of Directors has incurred certain obligations for payment of debts legally incurred in accordance with the adopted budget; and,

WHEREAS it is in the best interests of the Board of Directors to meet those obligations in a timely manner,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CHICAGO EXECUTIVE AIRPORT, that expenditures in the amount of \$409,957.91 on the attached Check Register dated May 15, 2026, are hereby approved.

Director _____ moved, seconded by Director _____ that Resolution No. 26-010 be adopted.

Director Berman _____

Director Dolick _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 20th day of May 2026, by the Board of Directors of the Chicago Executive Airport.

James J. Dunne
Chairman

ATTEST:

Scott Saewert
Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO: 26-011

DATE OF BOARD MEETING: May 20, 2026

TITLE OF ITEM SUBMITTED: A Resolution Approving an Award of a Contract to Preform Traffic Control Systems for 2026 Airfield Remarking Project.

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹: Due to normal wear and tear, pavement oxidation, and the impacts of winter operations including runway broom usage and snow removal chemicals, the painted pavement markings on Runway 16/34 have faded and require remarking. In addition, portions of Taxiway Lima also require remarking due to similar conditions and were therefore included as Additive Alternate #2.

The apparent low bidder was Preform Traffic Control Systems. The combined Base Bid and Additive Alternate #2 total \$65,666.00 for the required work.

Preform Traffic Control Systems has performed work for the Airport for many years and has consistently provided quality workmanship and service.

BUDGET²: Funds available in Capital Budget FY ending April 30, 2027

BIDDING³: Yes, local, 1 respondent to RFP, listed in the resolution.

EXHIBIT(S) ATTACHED: Preform bid documents, CMT bid recommendation and bid summary.

RECOMMENDATION: To approve

SUBMITTED FOR BOARD APPROVAL: Jeffrey J. Miller A.A.E., ACE, Executive Director

¹ The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.

² If applicable, provide all budgetary considerations as follows: is the item covered in the current budget; fund(s) the item is to be charged to; expenses per fund(s) and total cost; and necessary transfer(s) or supplemental appropriation(s).

³ If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered

RESOLUTION NO. 26-011

A RESOLUTION APPROVING AN AWARD OF A CONTRACT TO PREFORM TRAFFIC CONTROL SYSTEMS FOR 2026 AIRFIELD REMARKING

WHEREAS, the pavement markings elements on some of the airfield surfaces such as Runway 16/34 and Taxiway Lima are faded and need to be repainted; and,

WHEREAS, a request for bids was advertised in the Daily Herald with the following results for the Base Bid and Additive Alternate No.2 of which the aforementioned work is included:

- 1. Preform Traffic Control Systems \$65,666.00.

WHEREAS, Preform Traffic Control Systems was the low bidder and meets the specifications and bid requirements set forth in the specifications and bid documents; and,

WHEREAS, the Base Bid and Additive Alternate No. 2 for the total contract amount of \$65,666.00, which can be funded from the Airport’s Operations & Maintenance line item budget within the approved Annual Budget FY ending April 30, 2027, will be awarded to Preform Traffic Control Systems; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached contract with Preform Traffic Control Systems for the 2026 Airfield Remarking Project is hereby approved and authorize the Executive Director or Director of Finance to execute said agreement and make subsequent payments.

Director _____ moved, seconded by Director _____ that Resolution No. 26-011 be adopted.

Director Berman _____

Director Dolick _____

Director Hellyer _____

Director Lang _____

Director Kearns _____

Director Saewert _____

ADOPTED this 20th day of May 2025, by the Board of Directors of the Chicago Executive Airport.

James J. Dunne
Chairman

ATTEST:

Scott Saewert
Secretary

CHICAGO EXECUTIVE AIRPORT LEGISLATIVE COVER MEMORANDUM

AGENDA ITEM NO. 26-012

DATE OF BOARD MEETING: May 20, 2026

TITLE OF ITEM SUBMITTED: A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH ERIC BLINDERMAN dba NARRATIVE

SUBMITTED BY: Jeffrey J. Miller A.A.E., ACE, Executive Director

BASIC DESCRIPTION OF ITEM¹: The attached is a Professional Services Agreement with Eric Blinderman dba Narrative to manage Public Relations for Chicago Executive Airport from June 1, 2026 to May 31, 2027. Eric Blinderman and Dara Shlifka will be our contacts. Eric is located in Maryland and Dara in Northbrook. Their services will include but are not limited to media relations (print, radio, television), strategic planning/consulting, website and social media assistance, crisis management (aircraft or other airport incident/accident), and Residential Sound Insulation Project communications with the media and communities in cooperation with the Airport. More details are listed in the attached scope of work. The monthly retainer remains \$5,000 per month plus applicable expenses.

BIDDING²: N/A

EXHIBIT(S) ATTACHED: Professional Services Agreement with Eric Blinderman dba Narrative, and Scope of Work Attachment A

RECOMMENDATION: To approve

SUBMITTED FOR BOARD APPROVAL: Jeffrey J. Miller A.A.E., ACE, Executive Director

¹ The purpose of the proposed item and a description of same. If the issue is site specific a map must be attached to the memorandum.

² If applicable, describe the bidding process and results for purchases and contracts. If applicable, state whether or not any particular city, state or federal program was considered.

RESOLUTION NO. 26-012

A RESOLUTION TO APPROVE A PUBLIC RELATIONS PROFESSIONAL SERVICES AGREEMENT WITH ERIC BLINDERMAN dba NARRATIVE

WHEREAS, the Airport needs a Public Relations firm to correspond with the public and media about CEA activities and to provide public relations strategic planning; and,

WHEREAS, Eric Blinderman dba Narrative, is an experienced public relations company; and,

WHEREAS, the Chicago Executive Airport Board of Directors has reviewed the attached Professional Services Agreement and Scope of Services and has determined that it meets the objectives of the Airport; and,

WHEREAS, sufficient funds are available in the approved Airport Budget for the Fiscal Year Ending April 30, 2027.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the attached professional services agreement with the firm of Eric Blinderman dba Narrative for the period noted with a base contract amount of \$5,000 per month or \$60,000 per year in substantially the form attached, is hereby approved, and authorize the Chairman to execute said professional services agreement.

Director _____ moved, seconded by Director _____ that Resolution No. 26-012 be adopted.

Director Berman	_____	Director Dolick	_____
Director Hellyer	_____	Director Lang	_____
Director Kearns	_____	Director Saewert	_____

ADOPTED this 20th day of May 2026, by the Board of Directors of the Chicago Executive Airport.

James J Dunne, Chairman

ATTEST:

Scott Saewert, Secretary

**CHICAGO EXECUTIVE AIRPORT
LEGISLATIVE COVER MEMORANDUM**

AGENDA ITEM NO. 26-013

DATE OF BOARD MEETING: May 20, 2026

TITLE OF ITEMS SUBMITTED:

**A RESOLUTION APPROVING MOVING THE AUGUST BOARD MEETING DATE
FROM AUGUST 19, 2026 TO AUGUST 12, 2026**

SUBMITTED BY: Jeffrey J. Miller, Executive Director

BASIC DESCRIPTION OF ITEM: Each year, the Board publishes its regular meeting schedule. The regular Board meeting for the August board is set for August 19, 2026. Due to conflicts, it is necessary to move the August 19, 2026, board meeting date to August 12, 2026.

BUDGET: No budget impact.

BIDDING: Not applicable.

EXHIBIT(S) ATTACHED: None.

RECOMMENDATION: To approve changing the date for the August Board Meeting from August 19, 2026 to August 12, 2026, and to take whatever other steps are necessary to comply with the Open Meetings Act.

RESOLUTION NO. 26-013

**A RESOLUTION APPROVING MOVING THE AUGUST BOARD MEETING DATE
FROM AUGUST 19, 2026 TO AUGUST 12, 2026**

WHEREAS, CEA had approved and set its 2026 Board of Directors regular meeting schedule; and

WHEREAS, the August Board Meeting is scheduled for August 19, 2026; and

WHEREAS, due to conflicts in schedules, it is necessary to change the August 19, 2026, Board Meeting to August 12, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CHICAGO EXECUTIVE AIRPORT, that the regular meeting schedule of 2026 Board of Directors meeting is hereby amended to change the August Board Meeting from August 19, 2026 to August 12, 2026.

Director _____, moved, seconded by
Director _____ that Resolution No. 26-013 be adopted.

Director Berman _____ Director Dolick _____

Director Hellyer _____ Director Lang _____

Director Kearns _____ Director Saewert _____

ADOPTED this ____ day of May, 2026 by the Chairman and Board of Directors of the Chicago Executive Airport.

James J. Dunne
Chairman